



# Office of the City Clerk

Weekly Report – for Week Ending March 13, 2015

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

### City Primary/General 2015 Elections:

Official canvass activities are in progress which includes the 1% Manual Tally, Precinct Roster Reconciliation, Provisional Ballot Envelope Reviews and the processing of Write-In Ballots. Much of this will continue into next week.

An informational update of election results of outstanding Vote-by-Mail and at polls ballots was run on Thursday, March 12.

On March 3, the Election Division Call Center answered 2,892 calls. The incoming calls were routed to six different sections depending on the nature of the calls.

Staff reviewed the use of the hand-held remote scanning program and deemed it a success; all 37 collection depots used it to scan the ballot boxes from their corresponding precincts. This provided real time knowledge as to the number of precincts that had submitted their ballots and the number outstanding. All mobile devices used for election tracking and supply are being reprogrammed for the May 2015 election.

Staff is preparing a runoff election scenario based on the current unofficial tally results. The new election will include 4 voting districts and is estimated to have close to 650 polling places for May 2015.

Staff began processing poll worker pay roll for the March 3, 2015 Primary Nominating Election. In addition to the 5,407 poll workers there are approximately 1,000 more election day/night employees for whom checks need to be processed.

### In-House Elections

**Election for DWP Active Employee Member** - Staff reviewed nominating petitions that were due on Friday, March 6, and qualified three candidates (one per system) to be on ballot for the April 7, 2015 election.

**Election for Board of Fire and Police Pensions Fire Retired Members** - The ballot packets were mailed to all eligible members on March 11.

### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	19/6
Number of Notices/Publications	15
Number of Contracts Attested	29
Number of Council Files Created	27
Number of Claims Received	163
Number of Referrals	25
Number of Council Meetings	0
Number of Committee Meetings	0

## TOP ITEMS

- ***City Council in Recess Through March 13th***
- ***Information Only Update of Election Results Released on Thursday***
- ***Canvass of Election Results in Progress***



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**Novus Electronic Document Submission** – Since rolling out the new system, 434 documents have been submitted electronically from 23 city departments. A meeting with the Planning Department is scheduled which represents the final department in the City to be using the system.

**Electronic Claim for Damages Form** - Of the 163 claims received this week, 46 were submitted electronically.

**Council Vote System Upgrade** - During the Council recess, the Information Technology Agency (ITA) upgraded the entire Council Voting system to a newer operating system. Staff is assisting with the testing.

**Fiscal** - Staff received the signed Iron Mountain Records Management contract amendment from the City Attorney for approval as to form.

**AB1290/Council** - Staff has two (2) new contracts in process; has two (2) contract closeouts in process; coordinated several reports pertaining to Council CPRA requests; and reconciled all AB 1290 accounts for Council.

**General City Purposes** - Staff received 10 GCP allocation requests, processed 14 invoices for payment, and executed one (1) contract.

**Personnel** - Staff created a report for anticipated VC payout for termed out Council Offices; processed salary and class adjustments for three (3) City Clerk employees; coordinated with LACERS and Benefits staff on securing dates for Exit interviews for outgoing Council Staff; and held five (5) new employee orientations.

**Microfilm Conversion of City Council Minutes** - 15 reels of microfilm were converted to a digital format this week. The City Council minutes are now available on line back to November of 1907.

**Records Destruction** - Lists were prepared for two departments of over 948 boxes of records in the City Records Center that are eligible for destruction. To date this calendar year, 21 departments have been notified. Reports and notifications will continue to be assembled.

**Records Research** - The Division responded to requests for research from the 13<sup>th</sup> Council District on the “Occidental Parkway” as well as on the ownership and restrictions on the use of City Parking Structure 670. We also responded to requests from constituents on the history of the Municipal Code and to review the Police Commission minutes.

## ISSUES

**Electronic Claims Form** - The Captcha function of the Claims form is not working properly. Staff has been working with the vendor on a solution. As a temporary workaround, the Captcha has been removed from the Claims.

## UPCOMING . . .

**Council Recess** - Council is in recess Friday, March 6 through Friday, March 13, 2015.